

# The Human Trafficking Institute

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## **Accountant** **Job Description | August 2019**

### **Institute's Mission**

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

### **General Description**

The Accountant will play a significant role in the development and growth of the Human Trafficking Institute's financial operations. Duties include keeping and managing records of financial transactions, general ledger duties, creating financial reports, posting transactions to journals or accounting software, and routine clerical work. The Accountant also reconciles accounts to ensure their accuracy. Independent judgment is required to plan, prioritize, and organize a diversified workload. This person is an executor – he or she gets things done with excellence and by deadline. The Accountant makes those around them more effective in their roles at the Institute with meticulous oversight of the organization's financial functions. The Accountant will also serve as the Institute grant manager by preparing budgets and reports for foundation, government, and other grants. This role would be ideal for someone looking for a mission-oriented position at a growing nonprofit organization. This position reports to the Chief of Staff.

### **Responsibilities**

- Manages all accounting functions including general ledger, accounts payable/receivable, purchasing, payroll processing, bank reconciliations, and planning and monitoring of cash flow.
- Oversee the Institute's various financial accounts. Reconcile accounts monthly.
- Manage online banking and credit card transactions. Processes bank deposits.
- Prepare monthly reports to Institute leadership to include revenue and expense reports, cash position, and variances against the budget.
- Prepare annual organizational budget in coordination with Institute leadership; align resources to accomplish Institute projects and goals and ensures sound financial practices are followed.
- Prepare budgets, as needed, for grant applications and reports. Provide necessary and required reporting for grants.
- Track all restricted grants and gifts and present monthly update reports to Leadership.
- Work with Institute team and accountant to reconcile and code monthly expenses using online software.
- Work with Strategic Partnerships to reconcile pledges and donor gifts on a monthly basis in CRM platform.
- Recommend and implement sound fiscal policies, procedures, and controls, as needed.
- Reconcile employee reimbursements. Oversee payment of all vendors and contract employees.
- Assist in preparation for annual audit and 990.
- Assist with maintaining files.

- Establish and maintain positive staff and public relations image.
- Attend meetings, retreats, and other Institute events.
- Carry out additional assignments, as needed.

### **Skills and Experience**

- Bachelor's degree in accounting, or relevant field required.
- Five years of relevant work experience preferred. Ideally will have prior work experience with an international organization.
- Preference will be given to those with experience in reporting for government grants (budgeting and invoicing).
- Solid understanding of bookkeeping and accounting principles.
- General office experience; telephone skills; typing and documentation skills
- Proficiency in Microsoft Office and Quickbooks required.
- Experience in budget development, planning, and monitoring.
- Experience developing and monitoring grant budgets preferred.
- Excellent written and verbal communication skills.
- Proven ability to quickly and independently produce a professional work product.
- Proven ability to manage multiple tasks and take them to completion.
- Proven ability in financial analysis and reporting.

### **Critical Qualities**

- Impeccable attention to detail, excellent organizational, planning, prioritizing, and time management skills.
- Excellent verbal, written, and interpersonal communications skills. The ability to communicate financial information to Leadership and staff.
- Disciplined with priorities, efficient, works well under stress.
- Self-motivated and articulate.
- Personable, mature judgment, discerning, emotionally intelligent.
- Maintain confidentiality in all aspects and be flexible and work according to the needs of the organization and its Leadership
- Strong ethic of service, sustained positive attitude, passion for the Institute's goals.

### **To Apply**

This is a part-time position (25 hours per week) based in the Merrifield, Virginia, office with the possibility of growing into a full-time position. Applicants should submit a cover letter, résumé, and three references to [Applications@TraffickingInstitute.org](mailto:Applications@TraffickingInstitute.org). Applications will be accepted until the position is filled.